



# **CITY OF CORONA**

## **COMMUNITY DEVELOPMENT**

### **DEPARTMENT**

400 S. VICENTIA AVENUE, CORONA, CA 92882-2187 - (951) 736-2262 FAX: (951) 279-3550  
WEBSITE – [www.CoronaCA.gov](http://www.CoronaCA.gov)

#### **ADMINISTRATIVE CITATIONS**

City of Corona Municipal Code Section 1.08.130 provides for the issuance of Administrative Citations for Municipal Code Violations. There are three levels of citations that can be issued progressively for a violation. As indicated on the citation, there are different levels of fines pending on the type of violation. The fines are per violation and are cumulative.

An administrative citation will be issued when a case has reached the point where it is clear that voluntary abatement is not going to be obtained.

#### **RIGHTS OF APPEAL**

You have the right to appeal an administrative citation no later than fifteen (15) calendar days from the date of issuance of the citation. An appeal must be made in writing and submitted to the Code Enforcement Division 735 Corporation Yard Way, Corona. In order to appeal, the total amount of fine listed on the citation must be paid. An appeal will result in an administrative hearing. Administrative hearing forms can be requested from the Code Enforcement Division by calling **(951) 739-4970**, by mail or in person. The administrative hearing will follow the procedures set forth in Section 1.08.160 of the Corona Municipal Code.

Failure of the responsible person to properly file a written appeal within the above stated fifteen (15) calendar days shall constitute a failure to exhaust his or her administrative remedies.

#### **HOW TO PAY FINE**

The amount of the fine is indicated on the front of the administrative citation. The total amount of the fine shall be paid to the City of Corona within thirty (30) calendar days from the date of issuance of the administrative citation. Make your check or money order payable to **City of Corona** and mail to **City of Corona, c/o Citation Processing Center, P.O. Box 7225, Newport Beach, CA 92658**. A credit card payment may be made on-line at [www.citationinfo.com](http://www.citationinfo.com) or call (800) 861-7422. An additional charge will be added for returned checks. Please write the citation number on your check or money order. A late payment fee of twenty dollars (\$ 20.00) shall be charged if the fine is not paid within fifty (50) days from the date of issuance of the administrative citation. Payment of the fine shall not excuse or discharge any continuation or repeated occurrence of the city code violation(s) that is the subject of the administrative citation.

#### **CONSEQUENCES OF FAILURE TO PAY THE FINE**

The failure of the responsible person to pay the fine assessed by the administrative citation will result in the City using all available legal means to collect any past due fines and other related costs.

#### **CONSEQUENCES OF FAILURE TO CORRECT VIOLATION(S)**

If the violation(s) is/are not corrected within the time frame specified on the administrative citation, another administrative citation may be issued to you for the same or increased amount, a criminal citation may be issued or a nuisance abatement action may be taken against you.

If you need further clarification about payment of the citation, please call **(800) 861-7422**. If you need further clarification about the violation(s) and/or how to comply, please call Code Enforcement Division at **(951) 739-4970**.

G:\DOCS\APPS\Application requirements\Admin Citation Process.doc